



Brian P. Kemp
Secretary of State

OFFICE OF SECRETARY OF STATE

Corporations Division
Name Reservation Request
237 Coliseum Drive
Macon, Georgia 31217
(404) 656-2817
sos.georgia.gov/corporations

NAME RESERVATION REQUEST

Applicant Name: _____

Street Address:

City: _____ **State:** _____ **Zip Code:** _____

Email Address: _____

Contact Number: _____

The nonrefundable filing fee is **\$25.00**. You may send a check, cashier's check or money order made payable to the Office of Secretary of State. You may also request a name online at sos.georgia.gov/corporations. Online filers can pay using a credit card (M/C, Visa, Discover or AMEX) or ACH. Once approved, you will receive a name reservation number valid for 30 days. Within 30 days, you may go online and incorporate using the name reservation. Name reservations cannot be renewed and expire after 30 days. However, you do have the option to reserve the name again for \$25.00 as long as the name is available.

If the requested name is not available a rejection notice will be sent via telephone, email or US mail (the \$25.00 charge still applies) and will include instructions on submitting another request without additional charge. Another choice may be submitted within 10 days without payment or another fee.

Please be advised that the on-line system only performs a preliminary search in our database. An in-house examiner will perform a detailed search and confirm whether or not your name is available. The \$25.00 fee is for performing the search. Your name is NOT confirmed and reserved until you receive official notification from this office.

Please indicate your choice(s) for a name:

- **1st preference**

- **2nd Preference**

- **3rd Preference**

Please return this form, along with your payment to:

OFFICE OF SECRETARY OF STATE

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